

## MEETING #3 – January 8

At a Regular Meeting (#1) of the Madison County Board of Supervisors on January 8, 2019 at 4:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman  
 Amber Foster, Vice-Chair  
 Kevin McGhee, Member  
 Charlotte Hoffman, Member  
 Jack Hobbs, County Administrator  
 Mary Jane Costello, Director of Finance/Assistant County Administrator  
 Sean Gregg, County Attorney  
 Jacqueline S. Frye, Deputy Clerk

ABSENT: Jonathon Weakley, Member

### 1. *Call to Order, Pledge of Allegiance & Moment of Silence*

### 2. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members are present; Supervisor Weakley will be absent from today's session. A quorum was established.

Chairman Jackson called for the following additions to today's Agenda:

*4a: Presentation to Lewis Jenkins*

*12b. Conversation on Litigation Matter*

*12c: CIP*

*12d: FOIA Training*

*12e: Green & Clean Day*

Supervisor McGhee moved that the Agenda be adopted as amended, seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

### 3. Public Comment.

Chairman Jackson opened the floor for public comments.

- Eleanor Montgomery: Comments pertaining to potholes along Fishback Road; repair work has been inadequate.

The County Administrator was asked to contact Joel DeNunzio of VDOT for input on the aforementioned roadway.

With no further public comment being brought forth, the session was closed.

### 4. Special Appearances:

*a. Presentation to Lewis Jenkins:* On behalf of the Madison County Board of Supervisors and Staff, Chairman Jackson presented a Clore rocking chair to Lewis Jenkins in appreciation of his fourteen (14) years of service to the citizens of Madison County.

Mr. Jenkins expressed appreciation of today's presentation.

### 5. Constitutional Officers

*a. Commissioner of the Revenue:* Brian Daniel, Commissioner of the Revenue, was present to advise that reassessment notices will be printed tomorrow and mailed shortly thereafter. Citizens will also be able to review reassessment

information on their respective property(ies) by logging onto [www.vamanet.com](http://www.vamanet.com).

Mr. Daniel also announced that Tammy Barrett has received her certification for Master Deputy of Commissioner of the Revenue. In closing, he announced that reassessment hearings will be scheduled on January 15th, 16th, 17th, 22nd, 23rd and 24th, 2019 with the assessors.

**b. Treasurer:** Stephanie Murray, Treasurer, was present to advise that Tessa Lester has also received her certification for Master Deputy Treasurer.

## 6. County Departments

**a. Economic Development & Tourism:** Tracey Williams Gardner, Director of Economic Development & Tourism, was present to provide input on the proposed changes to the bylaws for the Tourism Committee that implement a change in committee terms to run for three (3) years which will not require members to reapply annually.

*The County Administrator questioned whether committee bylaws are a 'prerogative' of the Madison County Board of Supervisors, and referred to the 'charter' for the committee as subject to the State Code (i.e. method of operations, etc.) and the Board, and feels that (in his opinion) the bylaws should be established by the committee.*

*Chairman Jackson: Referred to Article 7 of the existing bylaws as follows:*

*Article VII – Revisions: Revisions to these bylaws may be made by a 2/3 vote of the membership at a regular meeting and Board of Supervisors approval*

After discussion, it was advised that once the Madison Tourism Committee reviews, approves or modifies the committee bylaws, these can then be forwarded onto the Madison County Board of Supervisor for review and discussion.

Ms. Gardner provided highlights on:

- ✓ The new grant that is being sought
- ✓ A press release regarding Shotwell Brewing Company
- ✓ Crush Friday
- ✓ Follow up with the Town on revolving loan project

**b. EMS:** Noah Hillstrom, Director of Emergency Medical Services, was present and advised that 112 calls were toned during the month; Paul Goulart will retire shortly; advised that he had created a third lieutenant's position; reported that a mass incident class that will be held at the firehouse on February 23, 2019 - all are invited to attend; discussions continue on planning a joint open house with the volunteer service in the early spring; RSAF grant has been awarded with a 50/50 amount of \$58,214.20 (will help purchase new cardiac monitor, quick response vehicle and bariatric stretcher); working with Nick McDowell in providing requested data for the EMS study; working to reduce overtime costs; interim station and MCRS building schedule report attached for review.

## 7. Committees or Organizations:

**a. Report on Status of Committee & Other Appointments:** The Deputy Clerk advised that Alicia Gigel, Clerk to the Board of Building Code Appeals will need to be reappointed - term can end December 31, 2019 (as per discussion with Wes Smith, Building Official). The Board will also need to decide whether to reappoint Emily Dyer to serve on the Piedmont Workforce Network and Robert Chappell on the Rappahannock Juvenile Detention Board.

Supervisor Hoffman: Advised of the following change in Board liaison appointments:

- Madison Town Council: R. Clay Jackson & ~~Charlotte Hoffman~~ Amber Foster
- Madison County Library: R. Clay Jackson & ~~Amber Foster~~ Charlotte Hoffman

Supervisor McGhee moved that the Board reappoint:

1. Alicia Gigel (Building Code Appeals Board clerk) with a term ending 12/31/2019
  2. Emily Dyer (Piedmont Workforce Network), with a term ending 12/31/2019
  3. Robert Chappell (Rappahannock Juvenile Detention Center), with a term ending 12/31/2019
- Seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**Madison County Planning Commission:** Mike Fisher, Commission member, provided highlights from the recent activities of the joint meeting session; residents of Courthouse Mountain were present to provide input on a proposal by Carlyle Weaver; advised favor of bringing business to the County that is in conjunction with the County Comprehensive Plan.

The County Attorney advised that some review is being done to assess the allowance of wedding venues in the County; at this time, Albemarle County has taken significant steps concerning the allowance of wedding venues. It's anticipated that something will be compiled and presented to the Madison County Planning Commission next month to reflect what regulatory measures the County may need to consider regarding traffic, alcohol, building code compliance issues, and public safety. In closing, he advised that Albemarle County has classified these types of requests as 'farm venue, brewery and winery.' Once something more concrete has been compiled, it will be presented to the Board of Supervisors for consideration.

Carlton Yowell, Commission Chair, was present and advised that the two (2) individuals that attended the last joint meeting will plan to attend the next workshop session to attain input on 'use - seasonal or brief' and present their ideas.

- Joe May: Questioned when a DEQ representative will come to Madison

The County Attorney advised that a DEQ representative has been invited to attend the February 6, 2018 Joint Meeting session at 6:00 p.m.

**Rappahannock Electric Cooperative:** Oliver Price was present at today's session to answer any questions from the Board of Supervisors.

## 8. Finance.

### a. Consideration: Recent Claims

\$453,385.24 (1'4'19)

~~\$251,770.97~~ (1'8'19)

\$705,156.21 (Total)

### Highlights:

- \$209,000.00 (Central Virginia Regional Jail)
- \$14,000.00 (Rappahannock Juvenile Detention Center)
- \$35,000.00 (Madison Health Department)
- \$53,000.00 (Madison PRA)
- \$115,000.00 (Debt Service)

Supervisor McGhee moved that the board approve vendor payments totaling \$705,156.21 as presented, seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

### b. Consideration: Supplemental Appropriation #15\_01082019 totaling \$2,955.96 for Yates' Property Reassessment:

The Finance Director advised that the request derived from an over payment of real estate taxes for the Yates' for the past several years; only the interest portion of the overpayment is considered as an expenditure and is being requested for appropriation (to be taken from the contingency fund).

Supervisor Foster moved that the Board approve FY19 Supplemental Appropriation #15 seconded by Supervisor Hoffman.  
*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**c. Consideration: Supplemental Appropriation #16\_01082019 totaling \$50,341.15 for Shelby Road Timber Sales**  
**Expense:** The Finance Director advised the total anticipated proceeds from the timber sale should be over \$450,000.00; today's appropriation is for a portion of the revenue to pay for related surveying and environmental management costs.

Supervisor McGhee moved that the Board approve FY19 Supplemental Appropriation #16\_01082019, seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**d. Consideration: Supplemental Appropriation #17\_01082019 totaling \$1,271.00 for Madison Fire Company:** The Finance Director advised that today's appropriation request is for Fire Program Funds (from the State) to be paid to the Madison Fire Company.

Supervisor Hoffman moved that the Board approve FY19 Supplemental Appropriation #17\_01082019, seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**e. Consideration: Supplemental Appropriation #18\_01082019 for Commonwealth Attorney Conference Reimbursement:** The Finance Director advised that today's appropriation is for state reimbursement for conference costs for the Commonwealth Attorney's Office.

Supervisor McGhee moved that the Board approve FY19 Supplemental Appropriation #18\_01082019, seconded by Supervisor Foster. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

## 9 Minutes

### a. Consideration: January 2'2019 (#1) Meeting Minutes

Chairman Jackson called for additions, corrections or approval of the minutes of January 2, 2019.

Supervisor Foster moved that the minutes of January 2, 2019 be approved as submitted, seconded by Supervisor Hoffman.  
*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

## 10. Old Business

**a. Consideration: Request for EMS Space:** Supervisor Hoffman advised of a recent meeting with Mr. David James, owner of the property located at 1490-A North Main Street, Madison, Virginia, that is being considered as the future location for the County's EMS Department. Discussions focused on various lease options (i.e. 3-year or 5-year) and work that Mr. James has agreed to perform to include the placement of a removable garage for one emergency services vehicle. In closing, she advised that the existing building that houses the EMS Department doesn't provide adequate space for EMS personnel and has no restrooms or beds for overnight staff. Due to the fact that bedding will be needed, she suggested that the Central Virginia Regional Jail be asked to consider donating the extra beds that they currently have in storage.

Noah Hillstrom, Director of Emergency Medical Services, was present and advised that there are some EMS personnel with building construction and painting experience - these individuals would be willing to perform necessary tasks at a reduced rate.

The County Attorney questioned the 'hourly rate' (of EMS personnel) and whether the required work will be performed on their 'down time' (i.e. between calls) or considered as 'overtime', to which Mr. Hillstrom advised will be about \$24-\$25 per hour and will call for some overtime.

Comments:

- *Chairman Jackson: Verbalized concerns regarding the proposed draft lease; questioned if the lease could include a 90-*

*day'opt out' termination clause; suggested a counter-offer be proposed to Mr. James*

- *Supervisor McGhee: Questioned whether the rescue squad's new building will be complete within a 3-year period*

The County Administrator advised that there will be some additional up-front costs in order to furnish the space, and recommended that any further negotiations be provided to the Board of Supervisors for review and consideration.

After discussion, it was the consensus of the Board to authorize Supervisor Hoffman to propose that a 90-day 'opt out' clause be added to the lease, and that any updates be returned to the Board for review.

**b. Town Council:** Chairman Jackson advised that the Town of Madison has agreed to participate in a joint meeting with the Madison County Board of Supervisors on January 22, 2019 at 5:00 p.m. The two (2) items for discussion will include:

1. VDOT issues
2. Economic Development in the town
3. Microenterprise Loan
4. VDOT Paid Labor
5. Sidewalks
6. Six Year Plan

#### **11. New Business: None**

#### **12. Information/Correspondence**

**a. Status Report on Projects:** The County Administrator provided updates on various items with a focus on the reassessment, web-based meeting agendas and the IT study.

Supervisor Foster: Questioned the status of the pay study.

The County Administrator advised that census information was returned yesterday, and feels that it will be February or March before anything substantial is received on this matter.

**b. Conversation on Litigation Matter:** Chairman Jackson advised that he has participated in discussions as to how the County will proceed with the existing litigation matter. It was suggested that a conference call be scheduled to include the County Administrator and Mr. Frank Thomas, and that a briefing be provided to the Board of Supervisors on January 22, 2019.

**c. CIP Meeting:** Chairman Jackson advised that he and Supervisor Foster will attend the school's CIP meeting at 4:00 p.m. January 9. Direction will be provided on how best to deal with the school's CIP needs that have been identified, and to identify some direction as to how to deal with the renovations at the Madison Primary School (i.e. HVAC system).

- *Supervisor Hoffman: Questioned if the proposed renovations could be initiated in small stages; verbalized disfavor of spending \$14,000,000 all at one time; no plans have been presented for the HVAC system to date*
- *Supervisor Foster: Verbalized concerns about ADA compliance if the work once initial work is started on the facility*

It was further advised that no funding has been put aside for County or school facilities.

**d. FOIA Training:** The Board members were reminded of the FOIA training on February 6, 2019 at 5:30 p.m. in the auditorium. A mass email will also be sent to committee and Board liaison appointees.

**e. Green & Clean Day:** The County Administrator advised that the "Green and Clean Day" has been scheduled for April 27,

2019; in the past, the County will be asked to waive fees for tires deposited at the transfer station.

**f. Robinson, Farmer Cox Auditors:** The County Administrator advised that the auditors will need to present the County's FY18 fiscal audit to the Board in the near future.

**g. Touring Madison Wood Facility:** The County Administrator advised of the Chairman's desire to tour Mad Wood's facility.

**h. Huelben Visitation:** The County Administrator advised that a session will be scheduled on January 29, 2019 at the request of Supervisor Hoffman.

- Supervisor Hoffman: Advised that the discussion will focus on the recent visitation and whether the County would like to send a delegation to Germany in return.

### 13. Public Comment:

Chairman Jackson opened the floor for public comment

The following individual(s) provided comments:

Carty Yowell: Comments focused on the need for the Madison Primary School; encouraged the Board to provide input on the proposed HVAC renovations to the public and explain what the cost of \$14,000,000 will mean in terms of debt for the County and any possible tax implications

Chairman Jackson: Advised the proposed tax increase on the \$14,000,000 will equal about \$987,000 per year in debt service, which will equal about a seven to eight cent tax increase; the school system did hold a public hearing that wasn't well attended by the public

Carl Kerby: Comments focused on the need to identify funding reserves for various projects; funding must be placed to the side for future needs

Mike Fisher: Comments focused on a recent transport by the rescue squad; citizens are confused about the proposed policy and the fact that they may not be allowed to be transported to UVA

With no further comments being brought forth, the session was closed.

### 14. Closed Session:

**a. Motion to Go into Closed Session:** On motion of Supervisor McGhee, seconded by Supervisor Foster, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for the purpose of discussion, consideration, and interviewing of prospective candidates for appointment to the:

1. Blue Ridge Committee
2. Parks & Recreation Authority
3. Planning Commission, and
4. Tourism Committee

*Aye Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**b. Motion to Reconvene in Open Session:** On motion of Supervisor McGhee, seconded by Supervisor Hoffman, the Board reconvened in open session, with the following vote recorded: *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**c. Motion to Certify Compliance:** On motion of Supervisor McGhee, seconded by Supervisor Foster, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting.

*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

**As a result of the closed session:**

On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board voted to appoint the following individuals to the Blue Ridge Committee for Shenandoah Park Relations for terms that would expire on December 31, 2019:

- Bruce Bowman (Member)
- James Ballard (Alternate)

*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

On motion of Supervisor McGhee, second by Supervisor Foster, the Board voted to ratify the following members of the Community Policy & Management Team for terms that would expire on December 31, 2019:

- Lynn Blythe
- Martha Carroll
- Wade Kartchner
- Valerie Ward
- Heidi Lohr
- Vassi Griffis
- Tiffany Woodward

*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

On motion of Supervisor Hoffman, seconded by Supervisor Foster, the Board voted to appoint the following individuals to the Planning Commission for terms that would expire on January 31, 2023:

- Carlton Yowell
- Stephen Carpenter
- Francoise Seillier-Moiseiwitsch

*Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

After discussion, it was understood that additional candidates for appointment to the Parks & Recreation Authority and Tourism Committee would be interviewed at the end of the January 22, 2019 meeting.

On motion of Supervisor Hoffman, seconded by Supervisor McGhee, the Board voted to appoint Amber Foster to serve as the Board's liaison to the Tourism Committee for a term that would expire on December 31, 2019. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

Supervisor Hoffman: Concerns were expressed regarding the lack of communication between the Board members.

**15. Adjourn:**

With no further action being required, on motion of Supervisor Foster, seconded by Supervisor McGhee, Chairman Jackson adjourned the meeting until 5:00 p.m. on January 22, 2019. *Aye: Jackson, McGhee, Hoffman, Foster. Nay: (0). Absent: Weakley.*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors

Adopted on: January 22, 2019

Copies: Board of supervisors, County Attorney & Constitutional Officers

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**Agenda**  
**Regular Meeting**  
**Madison County Board of Supervisors**  
**Tuesday, January 8, 2019 at 4:00 p.m.**  
**County Administration Building, Auditorium**  
**414 N Main Street, Madison, Virginia 22727**

**1. Call to Order, *Pledge of Allegiance* & Moment of Silence**

**2. Determine Presence of a Quorum / Adopt Agenda**

**3. Public Comment**

**4. Special Appearances**

*a. Presentation to Lewis Jenkins..... Chairman Jackson*

**5. Constitutional Officers**

**6. County Departments**

*a. Economic Development & Tourism.....Director of Economic Development & Tourism Gardner*

*b. EMS.....Director of Emergency Medical Services, Hillstrom*

**7. Committees or Organizations**

*a. Report on Status of Committee and Other Appointments ..... Deputy Clerk Frye*

**8. Finance ..... Director of Finance/Assistant County Administrator Costello**

*a. Consideration: Recent Claims*

*b. Consideration: Supplement for Yates Rebate*

*c. Consideration: Supplement for Shelby Road Timer Sale Expenses*

*d. Consideration: Supplement for Fire Program Funds*

*e. Consideration: Supplement for Commonwealth's Attorney Conference Reimbursement*

**9. Minutes ..... Deputy Clerk Frye**

*a. Consideration: January 2'2019 (#1) meeting minutes*

**10. Old Business**

*a. Consideration: Request for EMS Space ..... Dir. of Emergency Medical Services Hillstrom*

*b. Town Council (Joint Meeting) ..... Chairman Jackson*

**11. New Business**

**12. Information/Correspondence**

*a. Status Report on Projects ..... County Administrator Hobbs*

*b. Conversation on Litigation Matter..... Chairman Jackson*

*c. CIP..... Chairman Jackson*

*d. FOIA Training..... Chairman Jackson*

*e. Green & Clean Day..... County Administrator Hobbs*

**13. Public Comment**

**14. Closed Session (6 PM: Interview applicants for appointment to committees)**

**15. Post-Closed Session Matters**

*a. Consideration: Appointments to Committees and Other Positions ..... Chairman Jackson*

- 16. Adjourn** *(to January 22, 2018 at 5:00 PM for meeting with Madison Town Council)*
- 14. Closed Session** *(Personnel)*
- 15. Adjourn** *(to January 22, 2019 at 5:00 p.m. for meeting with Madison Town Council)*

AMENDMENTS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT